

POLICY TITLE: Benefits: Holidays			NUMBER 402.00
AF JOVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>1</u>
ISSUE DATE: March 7, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: March 7, 1983

Policy Statement: It is the policy of the City of Houston to grant employees holidays as yearly approved by motion of City Council.

Policy Basis: Applicable City Council Motion

Policy Amplification: While the City regularly observes traditional holidays (i.e. Thanksgiving, Christmas, New Year's Day, Veterans Day, Labor Day, Independence Day, Memorial Day), the specific days of observation may vary and are not official until so declared by motion of the City Council.

The following shall also apply:

- 1) When an employee's day off falls on a day that has been previously declared a City holiday by the City Council, the employee may be given another day off in lieu of the holiday; and
- 2) When the employee is called in to work on a holiday, the employee shall be given an alternate day off within the affected bi-weekly payroll period or the period immediately there following; and
- 3) When a non-exempt employee is called in to work overtime on a holiday, the employee shall be paid time and one-half for the time worked in addition to regular straight time pay for the holiday.

Policy Compliance: All employees through the department/division director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be brought to the attention of the Personnel Director for review and consideration and recommended course of action.